

**National Center for Education Statistics (NCES) - Academic Library Survey (ALS)
Workshop for Library Representatives (LRs)
September 11, 2000**

9 A.M.	Registration and coffee with continental breakfast
9:30-9:35	Welcome from Mary Jo Lynch (ALA) and Jeffrey Williams (NCES)
9:35-10:05	Introductions <u>Staff</u> Census: Patricia Garner, Ebonie Stinnette, Johnny Monaco UNISYS: Doug Green NCLIS: Denise Davis, Kim Miller <u>Participants</u> Starting with Alabama and continuing through the alphabet, the LR's will identify their name, state, current job title, past history with ALS (if any) and major question about ALS (if any). Kim and Denise will write questions, if any, on flip charts.
10:05-10:30	Overview of Training Packets Patty Garner will "walk through" the packet introducing the content behind each tab. Participants will be encouraged to raise questions which Kim & Denise will write on flip charts. Most questions will be addressed later in the day unless a quick answer is more appropriate.
10:30-10:45	Break
10:45-12:00	Demonstration of Screens and Edits UNISYS and Census
12:00-1:00	Lunch
1:00-1:15	Travel Reimbursement Forms (Kim Miller)
1:15-2:00	Status Report and Broadcast E-mail UNISYS and Census
2:00-2:30	File download UNISYS and Census
Sodas available	
2:30-3:15	Questions & Answers
3:15	Final remarks ALA, Census, NCES, UNISYS
3:30	Adjourn

